

**CONFIDENTIAL**

Executive

Assistant Director for Operations

Purchase of Unclassified Periodicals, Newspapers and Books  
by Contact Branch [ ] Offices.

REFERENCE : Budget & Finance Branch Memorandum to EIB and Contact [ ]  
[ ] Subject: Vouchered Petty Cash Procedure, Dated 20 December  
1948.

1. Request approval for Contact Branch [ ] offices to purchase un-  
classified periodicals, newspapers and books out of vouchered petty cash.

2. Authorization can be effected by modifying paragraph 4 of reference  
memorandum whereby the maximum amount of \$10.00 per transaction may be in-  
creased to the publisher's price for purchases of unclassified periodicals,  
newspapers and books necessary to effective [ ] office operation.

3. It is the opinion of this office that the proposed procedure will  
prove more efficient than the present procedure of processing such purchasing  
requests through the CIA Library and Services Branch, because it will reduce  
paper work, eliminate existing delay in receiving subscriptions and books and  
create a direct control over the renewal and/or cancellation of subscriptions.

GEORGE G. GARNY

Approved:

Budget Officer

Services Officer

Assistant Director, GDB

Attention: CIA Library

Document No.	
No Change in Class.	<input checked="" type="checkbox"/>
<input type="checkbox"/> Declassified	
Class. Changed To:	TS S C
Auth:	DATE 10/10/78
Date:	19 OCT 1978. By [ ]

Date

Date

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RE/can 00/C 6 Apr 49

cc: Budget Officer  
Services Officer  
Ass't. Dir. GCD  
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